

# Droplet instructions for completing professional leave, employee expense statements and local travel reimbursements

To submit a request for Professional Leave, Employee Expense Statements and/or Local Travel Reimbursement please follow instructions below:

**Click here to access the Professional Leave Request and Travel Forms: <https://app.droplet.io/form/4yMQxy>**

**Click here to access the Droplet Home page to be able to view your submissions: <https://app.droplet.io/home>**

*If you have never used droplet, you will use your Madison City Schools log in credentials*

You should see forms on the left hand side. Click “view form” on the Professional Leave Request and Travel Forms

The screenshot shows the Droplet application interface. On the left is a navigation sidebar with options: Home, Insights, Forms (highlighted), My Assignments, My Submissions, All Submissions, Datasets, and Organization. The main content area is titled 'Forms' and includes a search bar, 'IMPORT' and 'FORM' buttons, and a list of 3 forms. The 'Professional Leave Request and Travel Forms' entry is circled in yellow. It is Version 6, created 3 months ago, and is marked as 'Enabled'. The description states: 'This form needs to be used for professional leave request, monthly mileage reimbursement and/or expense statements.' Below the description are 'VIEW FORM' and 'BUILDER' links. The other two forms are 'Contract Agreement' (Version 44, created 2 years ago) and 'Request for Use of School Facilities Contract' (Version 6, created 3 months ago), both also marked as 'Enabled'.

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On the left, you will have two options (as pictured below)

- 1) The Professional Leave Request will be used to request professional leave AND for employee expense. This request is to be used for any professional leave (including leave that will not include reimbursements)
- 2) The local travel reimbursement will be used to claim your monthly local travel (travel between schools and within MCS district).

Please select the request type:

  
  
Professional Leave Request  
Local Travel Reimbursement

Date

10/11/2023 01:26 pm

## Professional Leave Request / Travel Reimbursement

Submitter Name

Submitter Email

Location

Save Progress

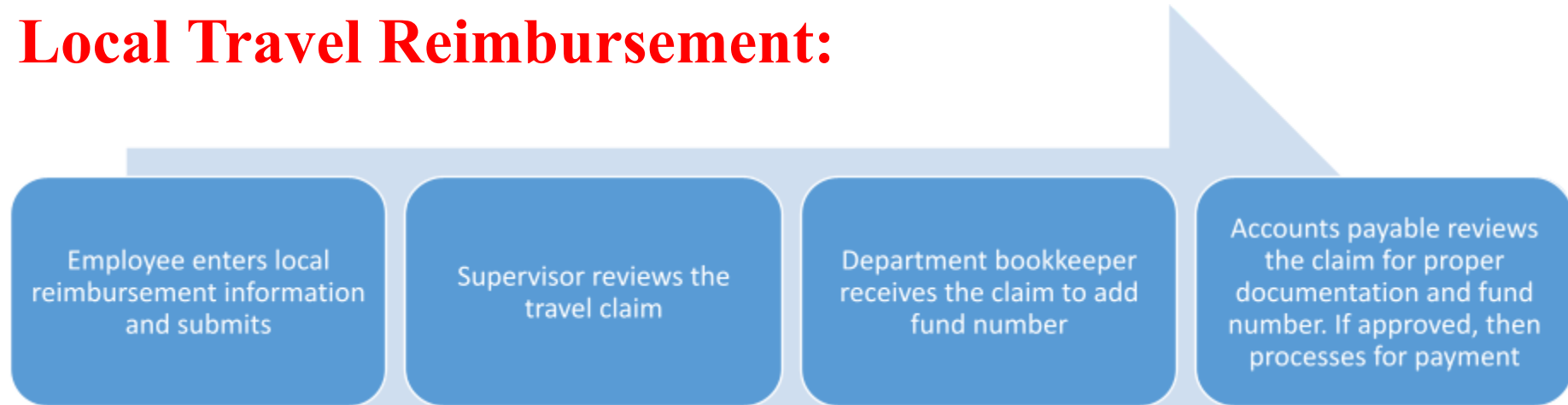
Submit

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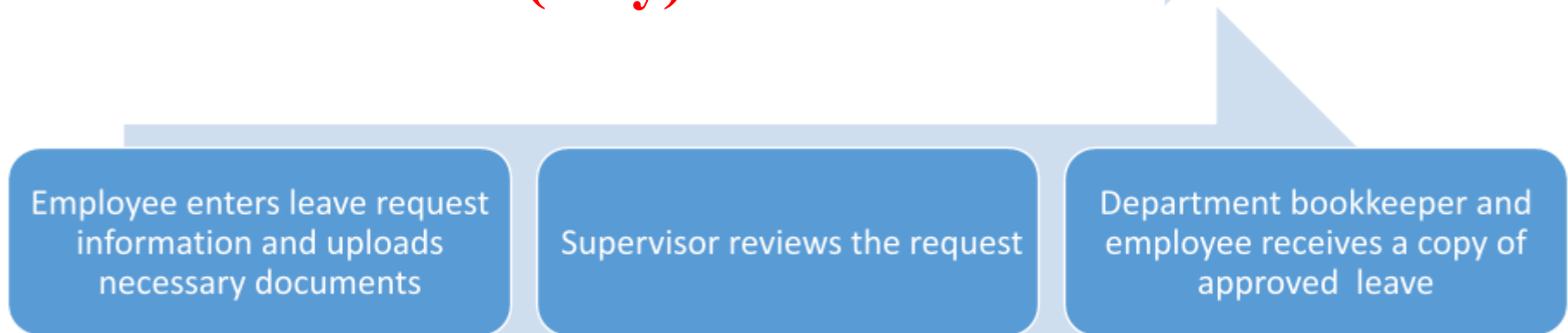
From here complete the fields and upload necessary documents when required.

### Workflow for each form:

#### Local Travel Reimbursement:



#### Professional Leave (only)



## Employee Expense (Professional leave request has to be completed first)

